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| **CHILD’S ENTRY RECORD** | | | |
| **Child’s Name: Date of Birth:**  **Is this the name recorded on birth certificate: Yes/No**  **If no, please give details:**  ***MUST provide a copy of the following, birth certificate/passport:*** | | | |
| **M / F** | **Religion** | **Ethnic Origin** | **Child’s home language:** |
| **Child’s Home Address:**  **Post Code:** | | | |

**Nursery Sessions Required**

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|  | **MON** | | **TUES** | | **WED** | | | | **THURS** | | | **FRI** | |
|  | **AM** | **PM** | **AM** | **PM** | **AM** | | **PM** | | **AM** | | **PM** | **Am** | **PM** |
| **Sessions** |  |  |  |  | |  | |  | |  |  |  |  |
| **Office use** |  |  |  |  | |  | |  | |  |  |  |  |
| **I/We would like my child to start attending Rising Stars Nursery from………………………...(date)** | | | | | | | | | | | | | |

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| **Parent/Carer name:**  **Relationship to child:**  **Telephone Number:**  **Mobile Number:**  **Hold parental responsibility: (Yes / No)** | **Parent/Carer name:**  **Relationship to child:**  **Telephone Number:**  **Mobile Number:**  **Hold parental responsibility: (Yes / No)** |

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| **In an emergency please contact:** | | |
| **Name:** | **Relationship to child:** | **Telephone number:** |
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| **Password to collect child:** | | |

**Payment Conditions**

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| * A £25.00 deposit is required in advance to secure a nursery place. This deposit is non-fundable if you no longer require a place before the start date. * All fees are invoiced at the beginning of the month. All invoices must be cleared by the 10th of the month. Rising stars will freeze places until all outstanding fees have been cleared and an administration charge of £20 will be added to your invoice. * Four weeks’ notice is required for anyone changing or terminating a booking. * Full day care places are booked based on a 38-week year. * Nursery Education Funding can be used for 15/30 hours a week for 38 weeks each year, with no additional charge. * All booked sessions must be paid for, including days when the child is ill. * Extra sessions may be booked and paid for on the day however these bookings are subject to places being available. * Fees are based on the child’s age from the 1st of the month following their birthday. * *Any outstanding fees not cleared when your child leaves nursery will be forwarded onto our Debt recovery agents. Debt recovery fees incurred will be added to the debt.*   I agree to the conditions of payment above.  Parent/Carer Signature…………………………….......................... Date…………………….  ***Medical Information*** |

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| **Child’s Doctor:**  **Address:**  **Telephone Number:** | **Child’s Health Visitor:**  **Address:**  **Telephone Number:** |
| **Injections Received:** | |

**Special Requirements / Allergy Information Sheet**

Does your child have any special dietary requirements? **Yes/No (delete as necessary)**

If **yes**, please give details **………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

Does your child have any allergies/special requirements?  **Yes/No (delete as necessary)**

If **yes**, please give details below.

**………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………**

Does or has your child had any involvement with other professional agencies, past or present? **Please provide details below,**

**……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….**

**Permissions**

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| I understand that any carer who suspects that a child in his/her care may have been abused or neglected, has a duty to report this to the Children’s Integrated Services.  ***Signed (parent/carer): Date*:** |

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| I give my consent for my child to have nursery suncream applied at a cost of £2.00 throughout the day as needed.  ***Signed (parent/carer): Date*:** |

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| I give my consent for my child to go on organised trips/outings/walks.  ***Signed (parent/carer): Date*** |

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| I would like to be added to the Nursery’s e-mail service, Yes / No (delete as appropriate)  **If yes, please supply an email address…………………………………………………………………………** |

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| ***Plaster Policy***   * I **give** my permission for my child to be applied a plaster. * I **do not** give my permission for my child to be applied a plaster.   ***Signed (parent/carer): Date*:** |

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| **Paediatric Paracetamol Oral Solution/Suspension 12mg/5ml Permission Letter**   * My child **does not** have an allergy to paracetamol. * My child **does** have an allergy to paracetamol.   ***Signed (parent/carer): Date*:** |

**First Aid**

I hereby give permission for emergency treatment by a doctor and for first aid treatment to be given by nursery staff.

***Signed (parent/carer): Date*:**

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| I give permission for photos to be used in developmental files, these may be within a group activity.  ***Signed (parent/carer): Date*:** |

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| Permission for your child’s photo to appear on our private Facebook Page.  ***Signed (parent/carer): Date*:** |



**Information Sharing Policy**

**(In conjunction with Safeguarding policy)**

*“Ensuring that children and young people are kept safe and receive the best support they need when they need it is vital. Where information sharing is necessary to achieve this objective, it is important that the practitioners have a clear understanding of when information can be shared, it is also for them to understand the circumstances of when sharing is inappropriate. The Data Protection Act is not a barrier to sharing information but is in place to ensure that personal information is shared appropriately.”*

*(Richard Thomas Information Commissioner) (HMG 2006)*

**Policy Statement**

We recognise that parents have a right to know that information they share will be regarded as confidential as well as be informed about the circumstances, and reasons, when we are obliged to share information.

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest. That is when:

* it is to prevent a crime from being committed or intervene where one may have been or to prevent harm to a child or adult or
* not sharing it could be worse than the outcome of having it shared.

The three critical criteria are:

* Where there is evidence that the child is suffering, or is at risk of suffering, significant harm.
* Where there is reasonable cause to believe that a child may be suffering or at risk of suffering significant harm.
* To prevent significant harm arising to children and young people or serious harm to adults, including the prevention, detection, and prosecution of serious crime.
* All managers have Information Sharing and CAF Level 2 Training.

**Procedures**

1. Explain to families how, when, and why information will be shared about them and with whom. That consent is normally obtained unless it puts the child at risk or undermines a criminal investigation.

* We ensure parents receive information about our information sharing policy when they start at nursery and the policy will require a signature from the parent or carer, saying they understand the circumstances when information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult.
* We ensure that parents have information about our Safeguarding Children and Child Protection policy.
* We ensure parents have information about the circumstances when information will be shared with external agencies for example regarding any special needs the child may have or transition to school.

1. Consider the safety and welfare of the child when making a decision about sharing information- if there are concerns regarding ‘significant harm’ the child’s well-being and safety is paramount.

* We record concerns and discuss these with nursery’s designated person and/or designated officer for child protection matters. Record decisions made and the reasons why information will be shared and to whom.
* We follow the procedures for reporting concerns and record keeping.

3) Respect the wishes of children and parents not to consent to share confidential information. However, in the interests of the child, we are able to judge when it is reasonable to override their wish.

* Guidelines for consent are part of this procedure.
* Managers are conversant with this and are able to advise staff accordingly.

4) Seek advice when there are doubts about possible significant harm to a child or others.

* Managers should contact social care for advice where they have doubts or are unsure.

5) Information shared should be accurate and up-to date, necessary for the purpose it is being shared for and only with those who need to know and shared securely.

* Our Safeguarding Children and Child Protection procedure and record keeping procedures set out how and where information should be recorded and what information should be shared with another agency when making a referral.

6) Reasons for decisions to share information, or not, are recorded.

* Provision for this is set out in our record keeping procedure.

**Consent**

Parents have a right to be informed that their consent to share information will be sought in most cases, as well as the kinds of circumstances when their consent may not be sought, or their refusal to give consent overridden.

* our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
* we may cover this verbally when the child starts or include this in our parent pack.
* parents will sign a form that is attached to this policy.
* parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider/school.
* we consider the following questions:
  + is there legitimate purpose to sharing the information?
  + does the information enable the person to be identified?
  + is the information confidential?
  + if the information is confidential, do we have the consent to share?
  + is there a statutory duty or court order to share information?
  + if consent is refused, or there are good reasons not to seek consent, is there sufficient public interest to share information?
  + if the decision is to share, are we sharing the information in the right way?
  + have we properly recorded the decision?

**All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child. Please see also the Safeguarding Children Policy.**

**Information kept in line with GDPR regulations.**

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| **Information Sharing Policy**  I have read and understood the terms and conditions of the Information Sharing Policy (enclosed below).  ***Signed (parent/carer): Date*:** |

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